Quick Help 10: Deleting an Entire Visit Record (For Data in the IWMM Portal)

Audience: Current, registered IWMM users with *Biologist* and/or *Project Leader* access to a project in the AKN.

Introduction:

All data collected using the [Integrated Waterbird Management and Monitoring Protocol](#) (IWMM) is managed, downloaded, viewed, and analyzed via the IWMM Portal. The IWMM Portal serves as a thematic node of the Avian Knowledge Network (AKN) data management system. All users interested in managing their data in the IWMM Portal must be registered with an account in the AKN.

All records entered or uploaded into the IWMM Portal are required to be reviewed, and any records containing errors should be corrected as soon as possible. Occasionally, it may be necessary to delete an entire visit record, such as when a duplicate or invalid record exists. To be considered valid, all records must have both observation data AND complete environmental condition data.

## Step 1. Navigate to the Visit Record of Interest

Start by logging in to the [IWMM Portal by going to https://data.pointblue.org/partners/iwmm/login/](https://data.pointblue.org/partners/iwmm/login/) and entering a registered email address and password. After you have logged in, choose your site from the **Select Site (Project)** drop down menu.
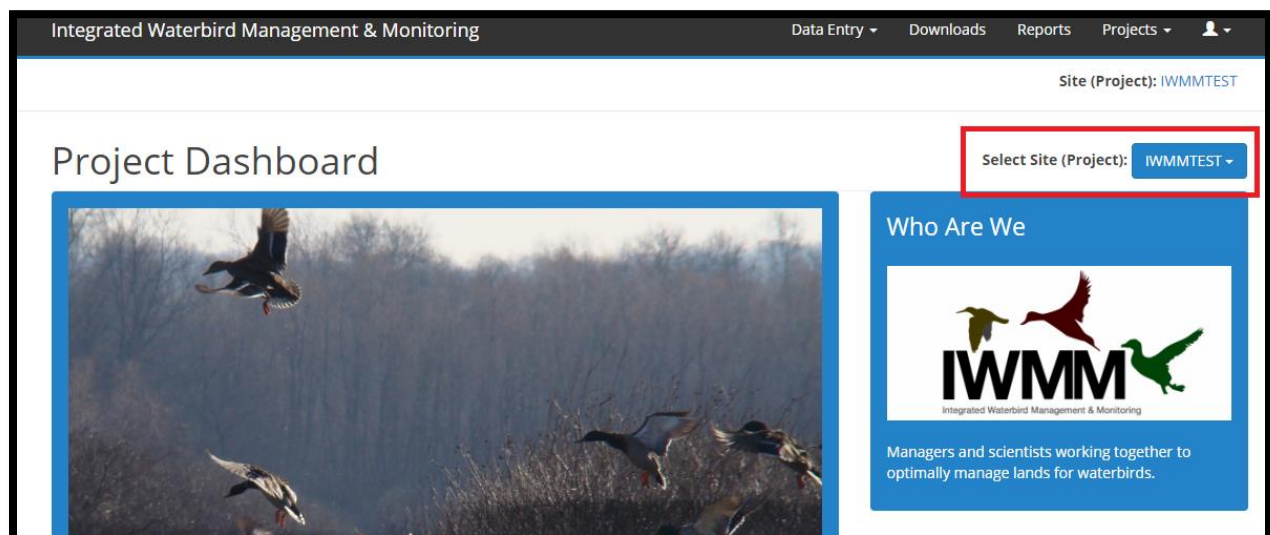

With your site (A.K.A project) selected, hover over the **Data Entry** tab located at the top of the **Project Dashboard**. Select **Bird Survey** to review all existing visit records associated with your site (project).

Avian Knowledge Network (AKN) Help Documentation
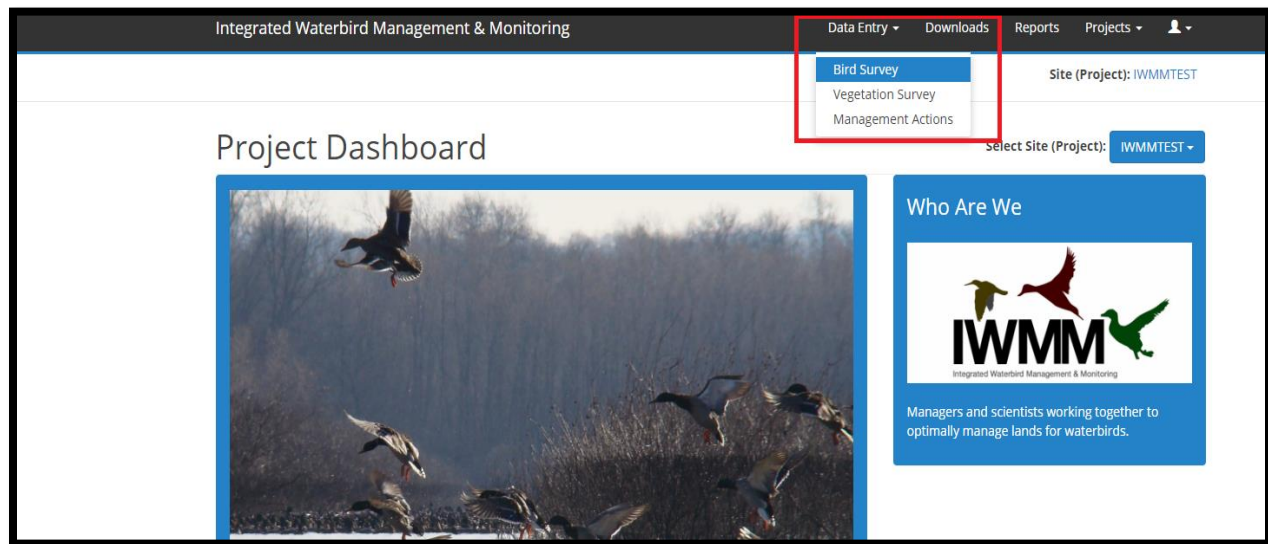
On the next screen, you will see a list of all survey units associated with your site (project). Click on the unit corresponding to the location where the bird survey data was collected.
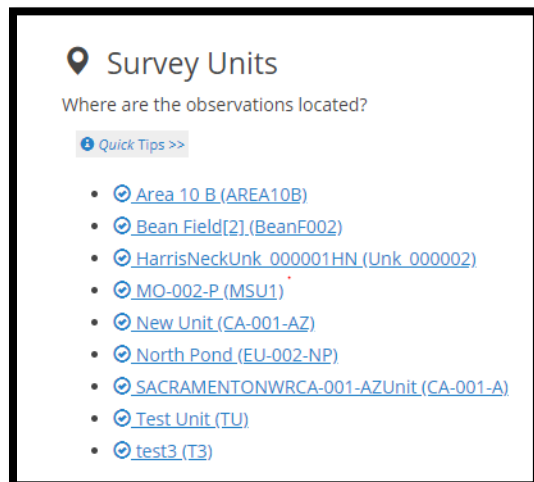
A visit is comprised of both observation data (e.g. bird species and counts) and environmental condition data (e.g. vegetation height, visibility, etc.). Within a unit there may be one or many visits depending on the data entered or uploaded. To review and delete an entire visit, scroll down to the **Review/edit an existing visit** section. Here you will see a table, listing all surveys associated with that unit by date. The table also displays basic metadata to help you locate the survey you are interested in. You may filter items within the table by clicking on the header for the column you wish to filter. Once you've found a survey of interest, click on the **Date** to view the survey in more detail.

Step 2. Review and Delete a Record

Before deleting an entire visit record, take a moment to review everything on the page including both observation data and any environmental condition tables. Pay special attention to the **Environmental Conditions** section, noting if more than one table exists on the page. Multiple tables may be displayed if there is more than one visit record for the same date and location. Important: deleting an entire visit record will delete ALL environmental condition tables for that particular date and location regardless of the actual visit record they belong to.

For example, in the screen shots below you will notice a visit record for a date of 1970-01-01 and time of 16:21. There are two environmental condition tables listed on the page, one for a time of 16:21 and one for a time of 11:00. This is because observation data is tied to environmental condition data by date and location. Since there are two visit records for the same date and location, environmental conditions for both visits are displayed within each visit record. Deleting the visit record will delete both the site conditions for 16:21 AND the site conditions for 11:00. You must then delete the observation record for 11:00 or re-enter the environmental condition record for that visit. For assistance on re-entering environmental condition data, refer to AKN Quick Guide 11.

Avian Knowledge Network (AKN) Help Documentation

⊞ Overview

❶ *Quick Tips >>*

Project:	IWMMTEST
Site:	Area 10 B (AREA10B)
Date ❶ :	1970-01-01
Observation Protocol:	IWMM_GroundAerialSurvey
Start time ❶:	16:21
End time ❶ :	16:22
Observer ❶ :	Jones, Tim
# of other observers ❶ :	1
Other observer names ❶ :	JohnsonJaclyn
Notes ❶ :	Click to edit
Data Sharing Level ❶ :	RAW

Delete this visit

🌲 Environmental Conditions

Environmental condition table 1 of 2

Location:	Area 10 B (AREA10B)
Time:	16:21
Env Condition Protocol:	IWMM_SurveySiteConditions

⊕ Download CSV

Field	Value
Starting Temp (F) ❶	45
Wind (0-6) ❶	2 - Light Breeze
Visibility ❶	80
Tide Stage ❶	1 - high

Environmental condition table 2 of 2

Location:	Area 10 B (AREA10B)
Time:	11:00
Env Condition Protocol:	IWMM_SurveySiteConditions

Notice time is for another visit at same location and day

⊕ Download CSV

Field	Value
Starting Temp (F) ❶	59
Wind (0-6) ❶	4 - Moderate Breeze
Visibility ❶	45
Tide Stage ❶	2 - almost high, and rising
Salinity measure ❶	2 - Measure Not Taken
Salinity (ppt) ❶	NA
Gauge level ❶	NA
Gauge units ❶	n/a

Please note that visit records without environmental conditions are considered invalid and will not be retained for analysis. For assistance on how to avoid deleting ALL environmental condition tables on a page, contact the IWMM Project Coordinator for help. Contact information can be found on the IWMM program website at http://iwmmprogram.org/contacts/.

If you are certain that you would like to delete the entire visit record (all observation data and ALL environmental condition tables) click on the red **Delete this visit** button, located in the **Overview** section.

Note that once a record is deleted, the information cannot be recovered; creating a backup of the data to be deleted is recommended and can be done by downloading the record from the IWMM Portal.